

# ELMHURST ART MUSEUM

ART, EDUCATION & ARCHITECTURE

## Operations Manager

Part-time; Hourly

20-25 hours per week, plus some evening and special events as necessary

Salary range of \$20 – \$24/hour, depending on experience

Flexible schedule; On-site

The Elmhurst Art Museum seeks an Operations Manager to manage the day-to-day business operations of the museum offices, including general correspondence, human resource filing, insurance coverage, purchasing, facility maintenance estimates and payments, and other aspects of museum administration. Working closely with the Executive Director, he/she provides strong organizational grounding and accurate reporting for the organization.

The work culture of the Elmhurst Art Museum consists of a mix of 7-9 full-time and part-time staff who work collaboratively to ensure that the Museum is a vibrant, active, and welcoming space. We are a privately funded 501(c) (3) organization governed by a Board of Directors who also serve with staff on several committees that advise the programs and operations. With 15,000+ square feet of exhibition, education and event space, the Museum is one of the few art venues that provides access to world-class art and cultural programs to people west of Chicago.

As a central part of the team, the Operations Manager will be integral to realize a long-term vision towards making contemporary art and modern architecture accessible to a general public by coordinating between departments, communicating with the board, supporting fellow staff members, working with external vendors, and other related administrative tasks.

## DUTIES

### A. Administration

#### a. Correspondence

- i. General correspondence and administrative assistance for the Executive Director
- ii. Maintain meeting schedule for Board and Committee meetings

#### b. Human Resources

- i. Assist with recruitment and onboarding of new employees
- ii. Benefit coordination and tracking (PTO, holidays)
- iii. Maintain confidential personnel files for all employees
- iv. Serve as a central point of HR contact for museum staff including incoming paperwork, perform background checks, and issue security badges

#### c. Vendors

- i. Work with the Executive Director to schedule/coordinate service calls for maintenance and repairs, as well as collecting work estimates
- ii. With the Executive Director, manage contracts, vendor payments, and scheduling of contractors
- iii. Purchasing for the museum (office and other supplies as needed) and track all expenditures
- iv. Assist in other museum operations as needed



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## B. Record Keeping

- a. Review and maintain records of all business transactions and contracts including insurance, venue rentals, computer/web hardware and software, education center classes, camps, facilities and independent contractors
- b. Maintain forms and correspondence with external bookkeepers
- c. Oversee invoice payment processes
- d. Complete W-9s and 990s for contractors working at the museum
- e. Assure compliance with all non-profit state and federal regulatory requirements including internal paperwork for yearly financial audit

## PROFESSIONAL REQUIREMENTS

- Three to five years administrative experience. Preference within the nonprofit sector.
- Must be an experienced user of Microsoft Office and Google Suite
- Excellent planning and administrative management skills
- Interpersonal skills necessary for working in a supportive, mission-driven organization focused on improving quality and productivity, reducing costs and developing people and systems to enhance the organization
- Bachelor's degree.
- Skill and willingness to take initiatives to proactively anticipate organizational needs including the ability to meet external and internal deadlines
- Interest in visual art/museums helpful in understanding EAM's culture and vision
- Ability to provide creative solutions and utilize diplomatic skills with minimal supervision
- Ability to work a flexible schedule that may include occasional evening and weekend assignments

## HOW TO APPLY

To apply send cover letter and resume to [employment@elmhurstartmuseum.org](mailto:employment@elmhurstartmuseum.org)

We recognize that it is highly unlikely that someone meets 100% of the qualifications for any role. If most of this job description describes you, then please apply.

The Elmhurst Art Museum is an equal opportunity employer. The Elmhurst Art Museum is an arts complex with three distinct areas of focus. A balance of art, education, and architecture programming is central to our efforts of inspiring and enriching our community. We strive to hold public art events, as well as educational hands-on activities, related to rotating contemporary art exhibitions and the celebration of the McCormick house, a rare single-family home designed by Mies van der Rohe. The Elmhurst Art Museum is located in Elmhurst (IL), 25 minutes from downtown Chicago by public transportation (Metra)

